

**MINUTES OF A REGULAR MEETING OF THE  
TORRANCE LIBRARY COMMISSION**

**1. CALL TO ORDER**

The Torrance Library Commission convened in a regular session at 7:00 p.m. on Monday, June 13, 2011 at the Walteria Library.

**2. ROLL CALL**

Present: Commissioners Perkins, Ravine, Ross,  
Wengrow, and Vice-Chairperson Sargent.

Absent: Commissioner Wasserman and Chairperson Stapleton.

Also Present: Acting City Librarian Theyer,  
Acting Principal Librarian Frame,  
Youth Services Supervisor Van Vranken, and  
Youth Services Librarian Gutierrez.

Due to the absence of Chairperson Stapleton, Vice-Chairperson Sargent led the meeting.

**MOTION:** Commissioner Ross moved to grant Commissioner Wasserman an excused absence for the June 13, 2011 Commission meeting. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval.

**MOTION:** Commissioner Perkins moved to grant Commissioner Wengrow an excused absence for the July 11, 2011 Commission meeting. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval.

It was noted that Chairperson Stapleton was granted an excused absence for this meeting at the May 9, 2011 Commission meeting.

**3. FLAG SALUTE**

Commissioner Perkins led the Pledge of Allegiance.

Vice-Chairperson Sargent recommended that this meeting be adjourned in memory of Virginia Levanas, former Library Commissioner.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Ross moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval.

**5. APPROVAL OF MINUTES**

**5a. MINUTES OF MAY 9, 2011 LIBRARY COMMISSION MEETING**

**MOTION:** Commissioner Ross moved for the approval of the May 9, 2011 meeting minutes as submitted. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Wasserman and Chairperson Stapleton).

**6. NEW BUSINESS**

**6A. FRIENDS OF THE TORRANCE LIBRARY UPDATE**

Secretary Teresa Covey announced a Friends paperback book sale on July 16, 2011.

Acting City Librarian Theyer announced that on June 28, 2011 City Council would be recognizing Friends and accepting their donation for annual adult programming and one-half of the cost of Live Homework Help.

**6B. YOUTH COUNCIL UPDATE**

No report.

**6C. YOUTH COUNCIL SELECTION COMMITTEE**

Acting City Librarian Theyer relayed Senior Recreation Supervisor Reed's invitation for a Library Commissioner to serve on the Youth Council selection committee on June 16-17, 2011.

Commissioner Ross volunteered to participate on June 16 and 17; Commissioner Sargent stated she could attend on June 16.

**6D. WALTERIA LIBRARY REPORT**

Acting City Librarian Theyer noted that Senior Librarian Ross has moved to the Reference Department at Katy Geissert but that his Walteria Library Report for adult services was included in agenda materials.

Youth Services Librarian Gutierrez welcomed Commissioners and provided an update of branch activities since the Commission's last visit. She discussed the weekly family story time, Homework Helpers two days a week, the Teen Advisory Board, and class visits. She recognized Friends for their generous donation to upgrade the Readalong collection, the Dobratz family for adding new titles to the beginning reader collection, and the Hollywood Riviera Sportsman's Club for books on CD and a boardbook holder.

Acting City Librarian Theyer noted the increase in usage at Walteria since it reopened.

**6E. SUMMER READING PROGRAM**

Youth Services Supervisor Van Vranken provided a report on the Summer Reading Program "One World, Many Stories" that begins June 20, 2011. She distributed book bags filled with reading incentives and the calendar of free activities at all six libraries that include a magician, storyteller, and juggler as well as craft-making activities that include masks and boomerangs. She noted that this year the program has been extended into August and that the Reading Partner program is discontinued due to staffing issues. She shared information about the Teen Program "You Are Here" for grades 7 through 12 and expressed her appreciation to Friends for donating funds for the entire program.

Responding to Commissioner Ross' inquiry, Acting City Librarian Theyer stated that Summer Reading Program banners are going up on all branches this week.

Youth Services Supervisor Van Vranken thanked Commissioners Perkins and Sargent for assisting at the June 4, 2011 Certified Farmers' Market outreach.

#### **6F. ANSWERS TO COMMISSION QUESTIONS**

Acting City Librarian Theyer noted that answers to Commission questions regarding proxy voting and the number of Commissioners needed to pass a motion were included in agenda packets. She announced a Commissioner Certification training on June 29, 2011 and offered to check if an in-person Ethics training class could be arranged.

#### **7. OLD BUSINESS**

##### **7A. COMMISSION OUTREACH REPORT**

Commissioner Ravine reported that he gave a slide presentation at the Southwood Homeowners Association meeting on June 7, 2011.

Commissioner Perkins stated that she enjoyed participating at the Certified Farmers' Market outreach and Arts Council annual membership meeting on June 4, 2011 as well as visiting the new library at Dominguez Hills.

Commissioner Wengrow discussed her presentation at the West Torrance Homeowners Association meeting on May 16, 2011.

Vice-Chairperson Sargent stated that she enjoyed assisting staff at the June 4, 2011 Certified Farmers' Market outreach and attending the Torrance Historical Society's brunch at Dominguez Rancho Adobe Museum.

##### **7B. CALIFORNIA BUDGET REPORT**

Acting City Librarian Theyer noted that her written report was included in agenda materials, noting that the Governor's "May Revise" was released with the compromise funding for public libraries left intact. She added that it is less of everything but enough State funding to preserve Federal funding.

##### **7C. CITY OF TORRANCE BUDGET REPORT**

Acting City Librarian Theyer reported that, along with the Library's original recommendations, the City Manager presented two alternative budget considerations to City Council: elimination of the remaining 16 Sunday service days and a split of staff between the El Retiro and Walteria branches. She discussed the June 7, 2011 budget hearing and the direction given to research closing each branch library one additional day per week and to have two Senior Librarians supervise five branches. She stated that staff is preparing written reports and impacts for these scenarios and that they will be published for the June 21, 2011 budget hearing agenda.

##### **7D. PART-TIME EMPLOYEE RECOGNITION BREAKFAST**

Commissioners discussed final preparations for the June 16, 2011 Part-Time Employee Recognition Breakfast. It was noted that that 40 to 50 attendees are expected and will include Councilmembers Numark and Sutherland.

**7E. LIBRARY LEGISLATIVE DAY**

Referring to his written report, Commissioner Ravine discussed his attendance at California Library Association's Legislative Day in Sacramento on May 18, 2011. He reported that he had the opportunity to meet with Senator Ted Lieu and Assemblywoman Betsy Butler. He stated that the event was interesting and informative but that he could have been more effective if he had more appointments.

In response to Commissioner Ross' inquiry, Commissioner Ravine stated that it would be worthwhile for Commissioners to continue to participate as citizens have a much greater influence than Library employees.

Acting City Librarian Theyer announced the California Library Association Convention on November 11-13, 2011 in Pasadena, noting that a Commissioner representative has been invited to participate in an all day pre-Conference on Library advocacy on November 11, 2011.

**7F. LIBRARY COMMISSION ANNUAL REPORT**

Commissioner Wengrow reported that she has started preparing the Commission Annual Report and hopes to complete it by next month. She stated that it would be helpful if each Commissioner e-mailed her descriptions of what they did during the year.

**8. COMMISSION LIAISON REPORTS**

**8A. TORRANCE PUBLIC LIBRARY FOUNDATION**

No report.

**8B. SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC)**

Acting City Librarian Theyer reported that she and Commissioner Ravine attended the last meeting and that the SCLC budget and Library Legislative Day were discussed. She mentioned that there was little representation from California at the Federal Legislative Day in Washington, D.C.

**8C. EDUCATION AND SCHOOL RELATIONS**

Commissioner Sargent reported that she attended the Adult Education School Advisory Council meeting as well as the adult education graduation on June 7, 2011.

**9. MONTHLY DIVISION REPORT**

Acting City Librarian Theyer noted that the Monthly Division Report for May 2011 was included in agenda packets. She reported that Acting Principal Librarian Frame has volunteered to help cover Walteria Library since Senior Librarian Ross has moved to the Reference Department at Katy Geissert. She discussed her attendance at a seminar related to the Get Involved volunteer grant in Sacramento on June 9, 2011 and Commissioner Ravine shared his volunteer experience at Henderson Library.

**10. ORAL COMMUNICATIONS**

**10A.** Commissioner Ravine distributed a flashcard program that he learned about at Legislative Day and encouraged Commissioners to attend the CLA Convention in November 2011.

**10B.** Vice-Chairperson Sargent shared information about the All-America City award live-streaming and distributed fliers for a June 15, 2011 Miracle of Living lecture.

**11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING**

Items for the July 2011 Library Commission meeting agenda were listed and include: Friends, Part-time Employee Recognition Breakfast debriefing, Foundation, SCLC, Education and School Relations, Commission Annual Report, California and City budget reports, CLA Convention, and outreach reports.

**12. ADJOURNMENT**

**MOTION:** At 8:40 p.m., Commissioner Ross moved to adjourn the meeting in memory of Virginia Levanas to Monday, July 11, 2011 at Katy Geissert Civic Center Library, 3301 Torrance Boulevard, at 7:00 p.m. Commissioner Wengrow seconded the motion and, hearing no objection, Vice-Chairperson Sargent so ordered.

Approved as Amended July 11, 2011 s/ Sue Herbers, City Clerk
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